

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO. CAFC-15-11

OPEN: July 22, 2015
CLOSE: Open until filled *

POSITION TITLE: Network/PC Administrator
GRADE & SALARY: CL 28/29 (\$61,977 - \$119,816)
In accordance with current recruitment, promotion
and/or demotion policies

LOCATION: United States Court of Appeals
for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

About the Court:

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeals Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

Position Overview

The Network/PC Administrator is located in the Information Technology Office (ITO) of the United States Court of Appeals for the Federal Circuit. The position is responsible for the design, development, support, and operation of the court's local area network, which includes: autonomous servers, network infrastructure, and computer systems. The Network/PC Administrator will report directly to the IT Director and will receive direction and influence from the IT Project Manager and the Help Desk Manager on court wide projects.

Responsibilities of the Network/PC Administrator include, but are not limited to:

Provide expert technical advice on server and network infrastructure administration, provisioning, service planning, customer support, and procurement. Advise management on policies and programs related to server and network infrastructure issues and tasks. Serve as a subject matter expert for certain new technologies and a resource for IT staff and end users. Serve as senior technical expert for trouble-shooting and resolving complex system problems, including remote access, client-server environments, and any related interfaces.

Create, maintain and revise all documentation required to design, develop, implement, modify, and support new and/or existing servers and network infrastructure components in conjunction with the help desk and network teams.

Develop and maintain reference materials, technical manuals and user documentation for all servers, networks, court applications, and related software. Establish and maintain system operating procedures, protocols, data security, backup plans, and user permissions. Maintain a technical library of all materials that document standard operating procedures for managing court servers and network infrastructure.

Design, configure, maintain, monitor, and coordinate new and existing server and network infrastructure system activities, projects, and resources within the court's ITO.

Sustain all on-site and off-site Windows and Linux servers, including: MS Exchange, HP servers, HP Tape backup libraries, VMware virtual servers, EMC SAN, Cisco network routers, switches, and wireless access points, external telecommunication circuits and WAN connections; ensuring a high level of performance, security, and availability.

Revise and review specifications for new and upgraded server and network infrastructure systems and components including cabling diagrams, lists and equipment specifications, adjustments and upgrades to software configurations or other similar information.

Develop and oversee implementation plans. Test the server and network services, train personnel and accept the system after final cutover and successful operation.

Plan and coordinate the installation of server and network infrastructure systems, court wide deployments of computers, laptops, iPads, and iPhones and other software and hardware.

Coordinate all repairs, adds, moves, changes and upgrades for court computers, servers, network infrastructure and services including procurement activities. Develop and maintain of an inventory of equipment and lines. Document and organize services, warranty maintenance, and support information.

Analyze and recommend funding for future server and network infrastructure budgets and special projects including initial cost and projected savings. Obtain quotes from vendors and write procurement justifications as required.

Ensure that an appropriate level of support is maintained for all Federal Circuit servers, network devices, systems and programs. Assist with creating disaster recovery plans, continuity of operation plans, and other related security plans having to do with the court's mission essential functions.

Participate in sustaining the confidentiality, integrity, security and availability of server and network infrastructure throughout the planning, analysis, development and implementation of any project.

Assist the help desk and application development teams with technical support in a Windows and Linux environment as needed. Perform a variety of other administrative and technical work in support of both the help desk and application development teams.

Duties will occasionally require working non-business hours including weekends providing technical on-call support from home. Physical effort is involved in determining proper cabling and connections, as well as installing, moving, connecting and troubleshooting equipment. The ability to lift a minimum of thirty pounds is required.

Required Education:

Possession of a Bachelor's degree in from an accredited college or university in Computer Science, Information Systems, Engineering or a related field.

Required Specialized Experience:

Three years of progressively responsible information technology experience that provided a thorough knowledge of the theories, principles, practices, and techniques of computer/server support, system backups, disaster recovery and networking infrastructure, including the latest developments in systems hardware and software for servers, network routers and switches.

CL-28

At least one year of specialized experience must have been at or equivalent to work at the CL-27 (GS 11) level.

CL-29

At least one year of specialized experience must have been at or equivalent to work at the CL-28 (GS 12) level.

Preferred Qualifications:

- (1) Certifications in one or more: A+, Network+, MCSE or Cisco CCNA is a plus.
- (2) A strong working knowledge of the methods and technical skills required to support servers (MS Windows and Linux), MS Exchange, Symantec Backup Exec, and a Cisco network infrastructure in a court environment.
- (3) The ability to analyze complex problems and assess the practical implications of alternate solutions and the demonstrated ability to employ creative and innovative knowledge, skills, and abilities in the resolution of problems and issues.
- (4) Solid experience in troubleshooting and resolving technical issues while providing quality customer support to users by utilizing excellent organization, collaboration, and communication skills (verbal and written).
- (5) Familiarity with supporting cloud computing and virtual desktops.

Application Process and Information:

Application packages must include:

1. **A cover letter** describing how your experience correlates with the "preferred qualifications" (as outlined above).
2. **A completed Employment Application** (Form [AO-78](#) – Visit the court's website at www.cafc.uscourts.gov and click on "Employment" within "The Court" tab).

You may email (preferred) or mail your complete package to:

E-Mail to: cafcjobs@cafc.uscourts.gov

U.S. Court of Appeals for the Federal Circuit
717 Madison Place, NW, Suite 410-HR
Washington, DC 20439
Attention: Network/PC Administrator CAFC-15-11

Application packages must be complete for consideration.
*** Applications received by August 5th will be included in the first review.**

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

This is an “Excepted Appointment” and “At Will” position. Federal Government Civil Service classifications or regulations do not apply. As a condition of employment, applicants must successfully complete an FBI Fingerprint and Background Check. This position is subject to EFT (direct deposit of earnings). Must be a U. S. citizen or eligible to work in the United States.

Non-Citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.